

Director at Large

The Clay Hub Collective

Role Description: Insurance

Appointee	Claire Ourom
Date of Appointment	March 2024
Key Responsibilities	To attend all meetings of the society and of the Directors providing feedback on key responsibilities of this role. To act as the point of contact on all insurance related matters To maintain the Clay Hub's Instagram page and post on social media To maintain a list of Criminal Record Checks for CHC and report on their status at Board meetings. To act as 'Second Signatory' for invoicing and payments in coordination with the Treasurer.

Specific Responsibilities

To set up, maintain and oversee CHC insurances including, but not limited to Directors' liability insurance and Commercial Liability Insurance. Retaining all required records and reports.

To communicate with our insurance provider all questions that come up from the Board, and relay information back to the Board. To present to the Board updates on the status of insurance.

To maintain and track Criminal Record Checks for the Board of Directors, volunteers and instructors (in liaison with the Treasurer).

To changing studio door code anytime a board member, monitor, or teacher (anyone who would have access to the door code) resigns, in liaison with the monitor overseer and instructor registrar

To develop, disseminate and post communications as agreed with the Board on Facebook and related social media sites as appropriate e.g., Facebook for holiday closures, sale promotions, photo's, cleaning dates, kiln unloading etc.

To develop, disseminate and post advertising on behalf of CHC, as requested by and agreed with the Board

To act as a member of the Glaze committee and the Sale committee

General Responsibilities

To agree to a Criminal Record Check on appointment and as required to maintain renewals

To act honestly and in good faith with a view to the best interests of the CHCS, in accordance with the CHC Mandate (Dec 2023)

To act in accordance with the Societies Act and ensure when exercising the powers and performing the functions as a Director, to do so with consideration of the purposes of the CHCS.

To disclose any conflict of interest or other conflicts promptly and ensure they are documented, to leave any meeting on the matter(s), to abstain from voting and take no action to influence the vote.